TELECOMMUNICATIONS OPERATIONS DIVISION
VOICE MAIL REQUEST

TSR # _____

When entering your mailbox for the first time, use the Security codes listed below for your site.
Defaults: FAA = 20591   NAS = 20590   TRP = 20593

ACTION REQUESTED:

___New VMX   ___Reset VMX   ___Single Digit Menu - *(Attach Menu Structure Requirements)*

___Modify VMX   ___Cancel VMX

DIRECTORY INFORMATON:

FIRST NAME: _____   LAST NAME: _____

ORG CODE: _____   ROUTING SYMBOL: _____

TASC users only ⟹ *PEC:* _____   *ORG SEGMENT:* _____

BUILDING: _____   ROOM # _____

USER TELEPHONE NUMBER: _____

CALL FORWARD BUSY (CFB): _____

CALL FORWARD DON'T ANSWER (CFD): _____

PERSONAL ASSISTANT:

** PERSONAL ASSISTANT NUMBER: _____

FIRST NAME: _____   LAST NAME: _____

ORG CODE: _____   ROUTING SYMBOL: _____

TASC users only ⟹ *PEC:* _____   *ORG SEGMENT:* _____

BUILDING: _____   ROOM # _____

APPROVAL:

OFFICE COORDINATOR: _____

ORDERING ORGANIZATION: _____

TASC SVC-171: _____

Do not use initials in the name fields.

Phone Number: Please give your 5-digit telephone.

** Personal Assistant: When a caller presses "0", to what number would you like that call to transfer?

CFB: The number you want the call to go to if your phone is busy (usually to the Voice Mail Number)
CFD: The number you want the call to go to if your phone is not answered (usually to the Voice Mail Number)

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